



## DIRECTIVE: 4.0

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<b>DISTRIBUTION:</b> All Personnel	<b>AMENDS:</b> N/A	<b>THIS ORDER CANCELS:</b> N/A		
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<b>ISSUED BY:</b> Robert J. Tracy Chief of Police <b>Reviewed: 3/29/2017</b>				

# REPORT WRITING MANUAL

This chapter details the FBI guidelines for writing reports. If a conflict occurs between any portion of this chapter and any directive in the Police Officers Manual, the Police Officers Manual will supersede.

The Wilmington Department of Police currently utilizes the Law Enforcement Investigated Support System (LEISS) which is monitored by the State Bureau of Identification (SBI) and the Delaware Criminal Justice Information System (DELJIS).

The Uniform Crime Report Writing Manual which is prepared by the Delaware Criminal Justice Information System is designed to assist officers in using the Uniform Crime Report System (UCR). The instructions contained in the manual are legally binding requirements set by the director of the State Bureau of Identification under the authority of Chapter 85 or Title 11 of the Delaware Code.

### Officer Guidelines

Whenever an officer is dispatched to an incident that is of a criminal nature (i.e. burglary, criminal mischief, assault) a Crime Report will be completed in LEISS.

Field Service reports will be utilized for taking information that is not of a criminal nature, but will be used to gather intelligence. These are also completed in LEISS.

For more information on the types of reports that officers shall write for incidents, refer to the Law Enforcement Investigative Support System Manual, page 13 and 14.

### Supervisory Responsibilities:

First line supervisors are an essential component of the report processing system. Under the current structure, supervisors are responsible for the collection, correction, dissemination and approval of reports.

### Daily Calls for Service Log



- A. Due to the quantity of reports which are generated by the Uniformed Services Division, the following procedures will be utilized by first line supervisors assigned to that Division;
1. Sergeants are to print the Daily Calls for Service Log via the CAD System for the previous days work. When the platoon is at the end of their shift, this log should be printed on the first day the platoon returns to work.
  2. Once this is completed and a disposition is obtained for the assigned complaint numbers, only additional paperwork which is not maintained in LEISS will be attached to the Daily Calls for Service Log.
  3. This log along with any additional handwritten forms (i.e. criminal summons, report of death, vehicle inventory form) will be forwarded to the Support Services Division via the report intake baskets (A-E) located in the Sergeant's Office and CPU located in the Uniformed Services Division Administrative area/ Special Operations area.
  4. Personnel assigned to the Support Services Division will pick up the reports on a daily basis.
- B. Supervisors assigned to the remaining Divisions will ensure that reports written by officers under their command will be forwarded to the Support Services Division in a timely fashion. The Daily Calls for Service Log is only available for the Uniformed Services Division.

Supervisors should be aware of the Systems Notifications and Selections box which appears when logging into LEISS. This should be checked on a weekly basis to ensure that officers under their command are submitting, correcting and returning reports in the proper timeframe. The following notifications and selections will be viewed by supervisors when logging into LEISS;

1. Returns from Records
2. Late Returns
3. Overdue Supplements
4. Saved Only Reports
5. Pending Reports

All officers should also familiarize themselves with Directive 4.1 titled, "Felony Reports."

The report writing manual will be issued as a separate text, and will be kept with the Police Officers Manual.

